



Using PALS for Online Data Entry

September 2016

How do you access PALS (Public Access Laboratory System)?

Click on the link that says FIND YOUR REPORT (PALS).

The screenshot shows the website of the North Carolina Department of Agriculture & Consumer Services. The header includes the department's logo, name, a Google Custom Search bar, and a 'JOBS' link. A navigation bar contains links for Home, Programs, Services, Divisions, Newsroom, and Contact. The main content area is titled 'Agronomic Services' and features a photograph of a building. To the left of the main content is a sidebar with 'Agronomic Services Highlights' including links to a newsletter, fertility manual, sample submission guide, fees, shipping labels, and soil testing fee schedule. To the right is a 'Browse Division' sidebar with a list of links: 'About the Division', 'Find Your Report (PALS)' (circled in red), 'Field Services', 'Nematode Assay', 'Plant Tissue Analysis', 'Soil Testing', 'Soilless Media Analysis', 'Solution Analysis', 'Waste/Compost Analysis', 'Agrotips', 'News Releases', and 'Publications'. Below the main title, there is a PALS logo and a list of links: 'How to Use the Report Search Utility', 'Submit Soil & Nematode Samples Online', 'Manage My PALS Account', 'View My Report on PALS', and 'Pay for My Report on PALS'.

North Carolina Department of Agriculture & Consumer Services

Google Custom Search

JOBS

Home Programs Services Divisions Newsroom Contact

Agronomic Services

Agronomic Services Highlights

- [Agronomic Lab Newsletter](#)
- [Strawberry Fertility Manual](#)
- [Submitting Samples for Problem Diagnosis](#)
- [Fees & Sample Forms](#)
- [Bar-code Shipping Labels](#)
- Peak-season Soil Testing Fee
Dec. 1, 2016 - March 31, 2107
- [Expedited Shippers for Sale](#)

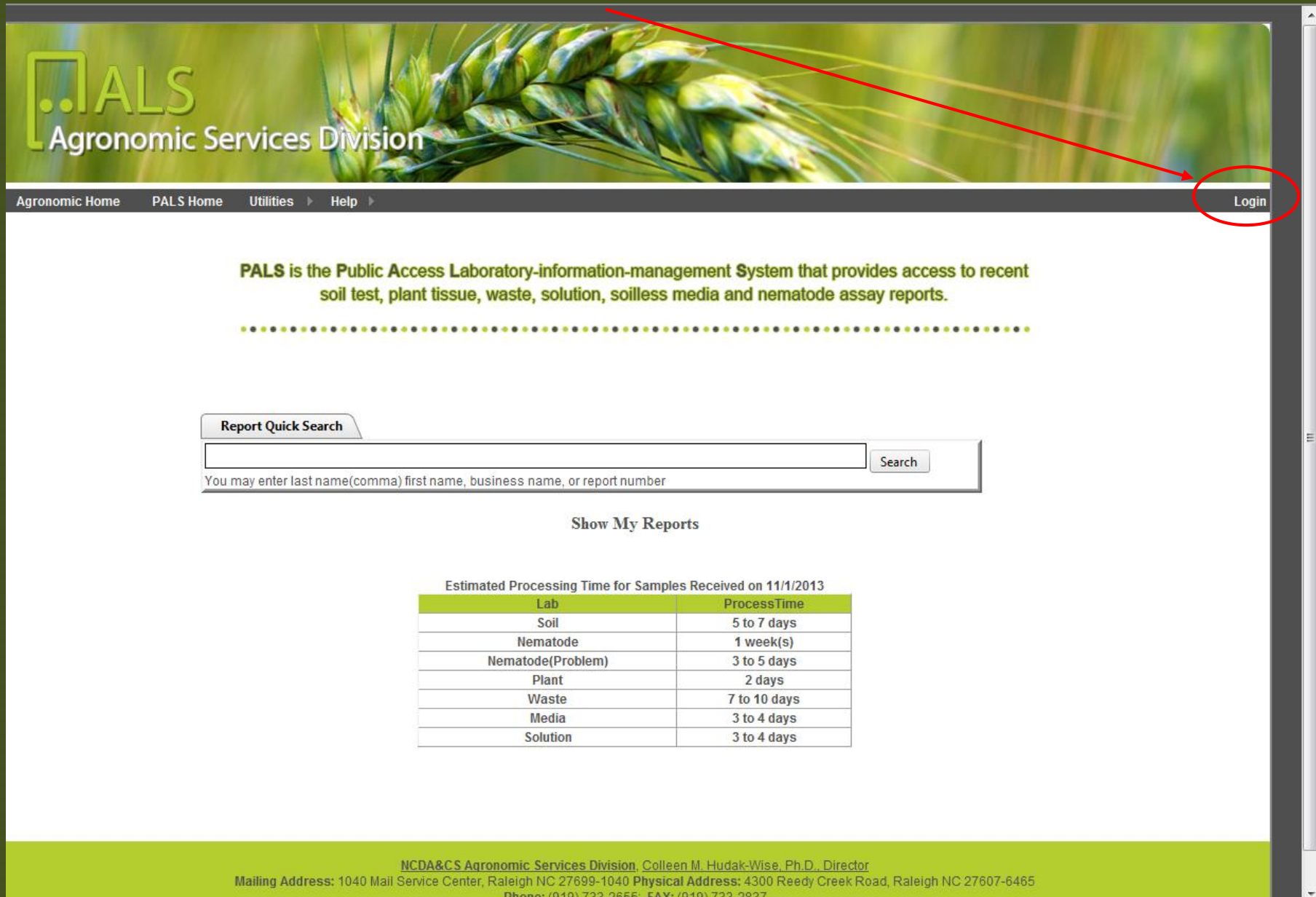
Browse Division

- [About the Division](#)
- [Find Your Report \(PALS\)](#)
- [Field Services](#)
- [Nematode Assay](#)
- [Plant Tissue Analysis](#)
- [Soil Testing](#)
- [Soilless Media Analysis](#)
- [Solution Analysis](#)
- [Waste/Compost Analysis](#)
- [Agrotips](#)
- [News Releases](#)
- [Publications](#)

PALS

- [How to Use the Report Search Utility](#)
- [Submit Soil & Nematode Samples Online](#)
- [Manage My PALS Account](#)
- [View My Report on PALS](#)
- [Pay for My Report on PALS](#)

If you want to do online data entry or pay for samples using a credit card, then you need to log in.



PALS
Agronomic Services Division

Agronomic Home PALS Home Utilities Help **Login**

PALS is the Public Access Laboratory-information-management System that provides access to recent soil test, plant tissue, waste, solution, soilless media and nematode assay reports.

.....

Report Quick Search

Search

You may enter last name(comma) first name, business name, or report number

Show My Reports

Estimated Processing Time for Samples Received on 11/1/2013

| Lab | ProcessTime |
|-------------------|--------------|
| Soil | 5 to 7 days |
| Nematode | 1 week(s) |
| Nematode(Problem) | 3 to 5 days |
| Plant | 2 days |
| Waste | 7 to 10 days |
| Media | 3 to 4 days |
| Solution | 3 to 4 days |

NCD&CS Agronomic Services Division, Colleen M. Hudak-Wise, Ph.D., Director
Mailing Address: 1040 Mail Service Center, Raleigh NC 27699-1040 Physical Address: 4300 Reedy Creek Road, Raleigh NC 27607-6465
Phone: (919) 733-2655 FAX: (919) 733-2837

Login

Log In

Email Address:

Password:

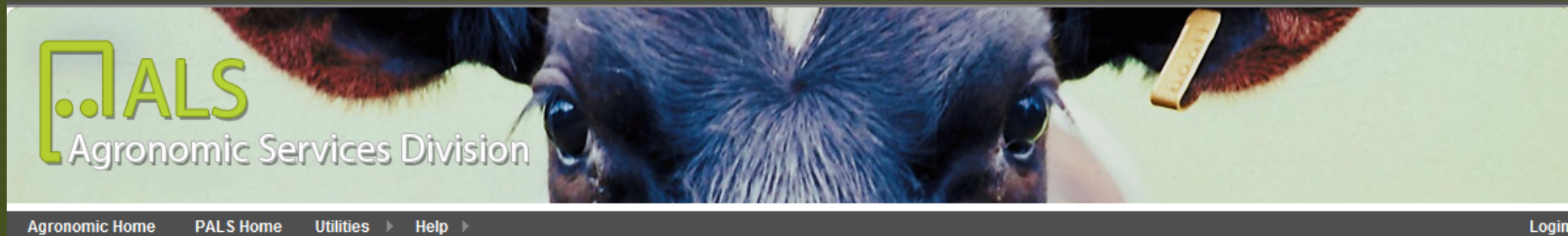
Don't have an account? [Create one!](#)

[Forgot Your Password?](#)

To set up a new account, click here. →

For returning PALS customers, your email address is your user name. You will need to type in your password and click **Log in**.

This is the screen that you would use to create a new PALS account.



Sign Up for Your New PALS Account

E-mail:

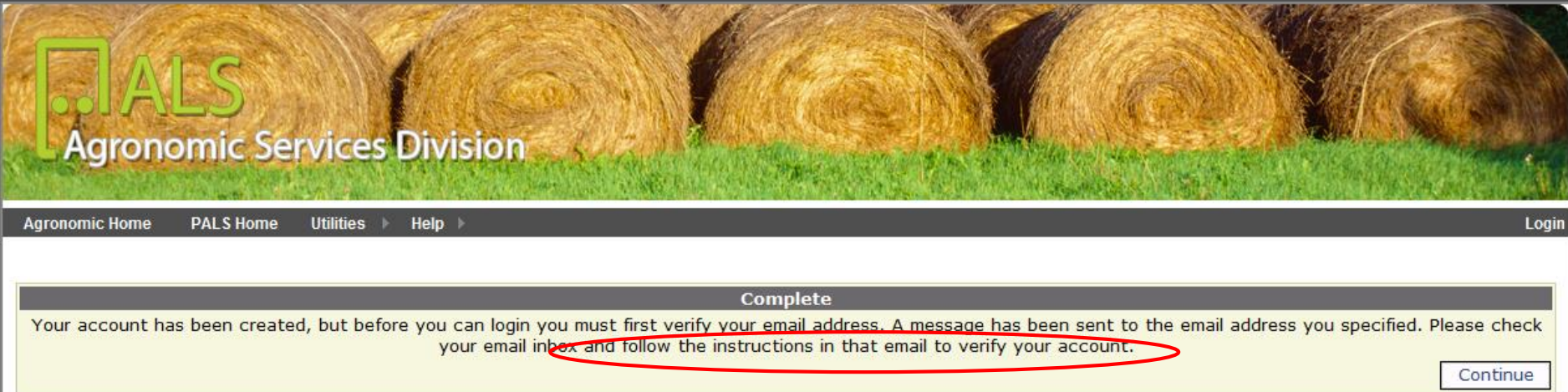
Password:

Confirm Password:



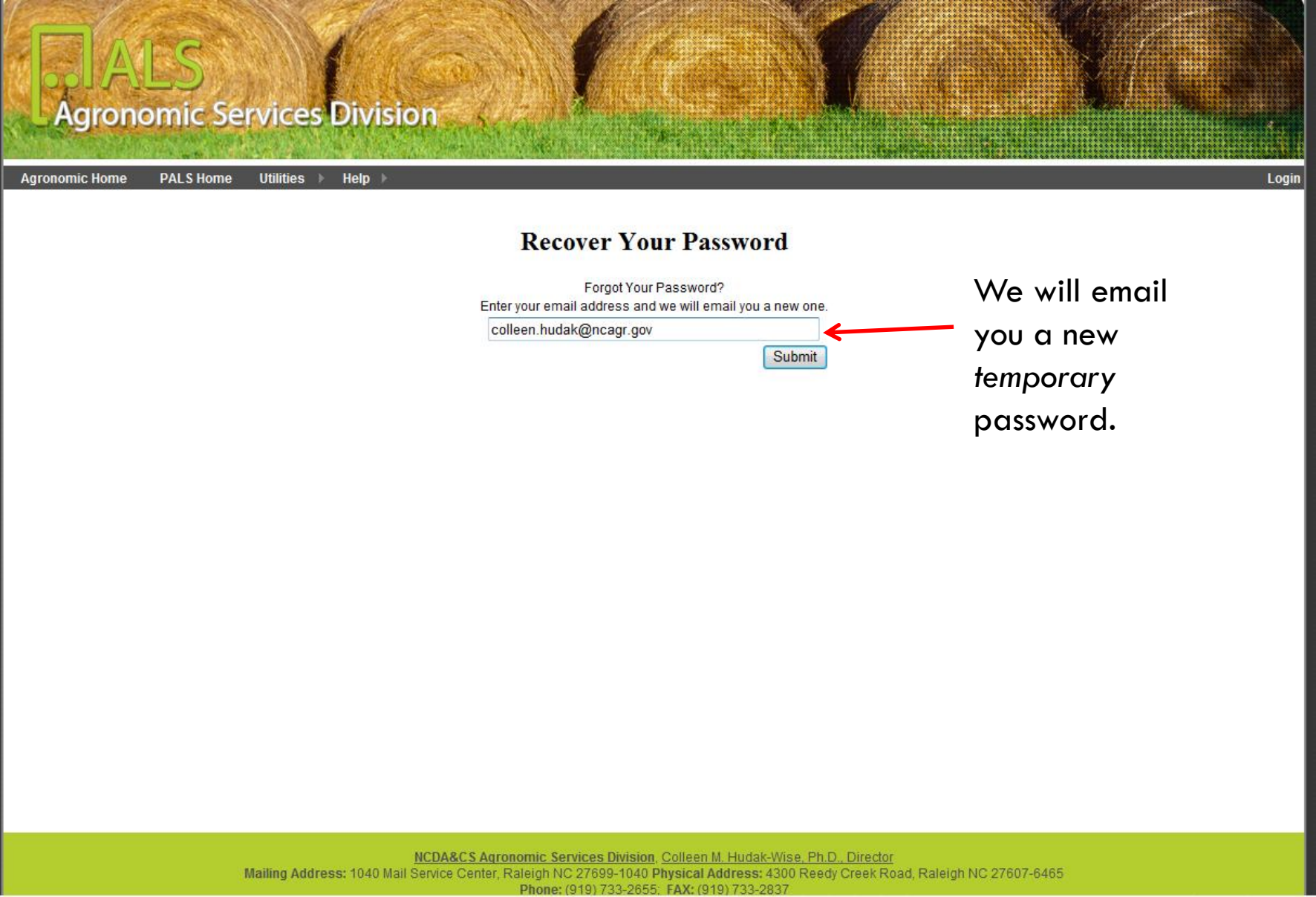
Anyone can create a PALS account if they have a valid e-mail address.

This is the screen that you will see after your PALS account has been created.



You're not done. You still need to go to your email to activate your account.

This is the screen that you should use if you forgot your password.



The screenshot shows the ALS Agronomic Services Division website. The header features a banner with hay bales and the ALS logo. Below the banner is a navigation bar with links: Agronomic Home, PALS Home, Utilities, Help, and a Login link. The main content area is titled "Recover Your Password" and includes a form for password recovery. The form has a heading "Forgot Your Password?", a prompt "Enter your email address and we will email you a new one.", a text input field containing "colleen.hudak@ncagr.gov", and a "Submit" button. A red arrow points from the text "We will email you a new temporary password." to the "Submit" button. The footer contains contact information for the NCD&CS Agronomic Services Division, including the name of the director, mailing address, phone, and fax numbers.

ALS
Agronomic Services Division

[Agronomic Home](#) [PALS Home](#) [Utilities](#) [Help](#) [Login](#)

Recover Your Password

Forgot Your Password?
Enter your email address and we will email you a new one.

We will email
you a new
temporary
password.

NCD&CS Agronomic Services Division, Colleen M. Hudak-Wise, Ph.D., Director
Mailing Address: 1040 Mail Service Center, Raleigh NC 27699-1040 Physical Address: 4300 Reedy Creek Road, Raleigh NC 27607-6465
Phone: (919) 733-2655; FAX: (919) 733-2837

To submit samples online, first you will need to login. You will be redirected back to the PALS homepage.

Choose
Submit
Samples
Online from
the Utilities
drop down
menu.

Be sure to
log in before
trying to do
online
submission.

| Lab | ProcessTime |
|-------------------|--------------|
| Soil | 5 to 7 days |
| Nematode | 1 week(s) |
| Nematode(Problem) | 3 to 5 days |
| Plant | 2 days |
| Waste | 7 to 10 days |
| Media | 3 to 4 days |
| Solution | 3 to 4 days |

Here is where you start the online submission process. Let's start with submitting a soil sample.



Submission Type Information

NOTE: At the current time, online submission is only available for Soil samples ([Predictive](#) and [Diagnostic](#)) and Nematode samples ([Predictive](#) and [Pine Wood](#)) and requires online payment by credit card (Visa or MasterCard).

Lab: ☒ Soil ☐ Plant ☐ Waste ☐ Solution ☐ Media ☐ Nematology

Submission Type: ☒ Predictive ☐ Diagnostic ☐ Research ☐ Internal ☐ Regulatory

Next

2. Choose either **Predictive** (routine) or **Diagnostic** (problem).

1. Click on the **Soil** button.

3. The final step is to click **Next**.

** Do not proceed with online submission if you have already submitted your samples or do not wish to use a credit card for payment of samples. **

Important. Don't use online data entry if you have already sent your soil samples to us or if you are using an expedited shipper box.

If you are submitting soil samples during peak-season, then you will need to pay for them online using Visa or Master Card.

Your Grower Information should be prepopulated on this screen.

PALS
Agronomic Services Division

Agronomic Home PALS Home Utilities Help

Welcome back,
colleen.hudak@ncagr.gov ~~~~ [Logout]
CustomerID: 290840

[Consultants Click Here](#)

Grower Information

First name: Colleen
Last name: Hudak-Wise
Address: 1009 Sawmill Rd
City: Raleigh
State: NC Zip: 27615
Phone: 919-673-4097
Email: colleen.hudak@ncagr.gov

Sampled In

State: NC County: Please select Farm ID: (Optional) Sample Date: 09/23/2016

Enter Number of Samples:

☐ I attest that all samples were collected in NC

Process

1. Select the county in which the soil samples were collected.
2. Enter Farm ID (optional)
3. Choose Sample Date
4. Enter the number of soil samples.
5. Click check box to verify samples were collected in N.C.
6. Click the **Process** button.

NCDACS Agronomic Services Division, Colleen M. Hudak-Wise, Ph.D., Director
Mailing Address: 1040 Mail Service Center, Raleigh NC 27699-1040 Physical Address: 4300 Reedy Creek Road, Raleigh NC 27607-6465
Phone: (919) 733-2655, FAX: (919) 733-2837

This screen is where you enter information about your individual soil samples. The grid is generated based on the number of samples entered on the previous page.

Sample Details

Crop Code Color Legend

CHRISTMAS TREES
COMMERCIAL HORTICULTURE CROPS
COMMERCIAL NURSERY & FLOWERS
FIELD CROPS
FINE TURF
FORAGE & PASTURE
FOREST TREES & SEED
HOME LAWN & GARDEN
ORCHARD, FRUIT & NUT
ROADSIDE AREAS
STORMWATER
WILDLIFE AREAS






Note. Codes for residential samples are 20 – 32.

1. Enter a sample ID for each sample.
2. Select a crop code from the drop down, color-coded menu.
3. Fill in 2nd crop and lime information (optional).
4. Click **Submit Samples**.

Submit Samples

Optional

Sample Details

| No. | Sample ID | First Crop Code | Second Crop Code (Optional) | Lime Tons / Acre (Optional) | Lime Month (Optional) | Lime Year (Optional) | Cascade |
|-----|-----------|----------------------------|-----------------------------|-----------------------------|-----------------------|----------------------|---|
| 1 | 1 * | 026 / Lawn (not centip.) * | 029 / Shrubs | 0.25 | 9 | 2013 |  |
| 2 | * * | Please select: * | Please select: | | Please select: | Please select: |  |
| 3 | * * | Please select: * | Please select: | | Please select: | Please select: |  |
| 4 | * * | Please select: * | Please select: | | Please select: | Please select: |  |
| 5 | * * | Please select: * | Please select: | | Please select: | Please select: |  |

Comments (Please provide any other pertinent information)

If your submission is successful, you will be taken to this screen called
My Submission Cart.



You can edit
or delete
your
submission
here.

| | SubmissionID | Grower | SubmissionType | SampledIn | Samples | Total |
|---------------------------|--------------|---------------|-------------------|-----------|---------|-------|
| Edit Delete | 107 | Hyde, Deborah | Soil - Predictive | Craven | 5 | 20.00 |
| Create another Submission | | | | | | |

Grand Total: \$20.00

☒ Pay with Credit Card

Check Out

When you are
ready to **check out**,
click here.

During Peak
Season, you will
be charged a \$4
fee for each soil
sample.

No fees are
charged for soil
samples during
the rest of the
year.

Notice.
Multiple
submissions can
be paid for at
one time.

| | SubmissionID | Grower | SubmissionType | SampledIn | Samples | Total |
|---|--------------|---------------------|-------------------|-----------|---------|-------|
| Edit Delete | 89 | Hudak-Wise, Colleen | Soil - Diagnostic | Davidson | 2 | 8.00 |
| Edit Delete | 91 | Hudak-Wise, Colleen | Soil - Predictive | Wake | 10 | 40.00 |
| Create another Submission | | | | | | |

Grand Total: \$48.00

☒ Pay with Credit Card

[Check Out](#)

If payment is needed, you will be redirected to a secure credit card payment site called PayPoint.


Soil

Payment Method

* Indicates required field

Choose method of payment

☒ **Pay by credit card**



If you have questions, call us at 919-733-2655.

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Powered by PayPoint®

To proceed with credit card payment, click on **Next**.

The billing address and the payment amount should be pre-populated based on information that you have already provided.

Indicates required field

Billing Address

*First Name: Colleen

M.I.:

*Last Name: Hudak-Wise

Street Line 1: 1009 Sawmill Rd

Street Line 2:

City: Raleigh

State: North Carolina

Zip: 27615

Phone: (919) 673-4097

E-Mail: colleen.hudak@ncagr.gov

Payment Details


*Payment Amount: 48.00 USD

Payment Method

*Name on Card: Colleen Hudak-Wise

*Card Number: 5233272716340016

*Expiration Date: * Month 04 * Year 2015



* Enter the above code: D1I2K

[Can't read? Try a different code.](#)

[Back](#) [Next](#) [Exit](#)

1. Fill out this information on Payment Method.

2. Click on **Next** to proceed with payment.


If you have questions, call us at 919-733-2655.

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Payment Review

| Address |
|--|
| Billing Address: Colleen Hudak-Wise 1009 Sawmill Rd Raleigh, NC 27615 (919) 673-4097 colleen.hudak@ncagr.gov |
| Payment Method |
| Credit Card  Colleen Hudak-Wise x0016 04/15 |
| Payment Amount |
| Amount: 48.00 USD |
| Total: 48.00 USD |
| Back Pay Now Exit |

Verify information is correct, then
click **Pay Now**.



If you have questions, call us at 919-733-2655.

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There are Two Different Types of PALS Confirmation Pages

1. For submissions with a fee.
2. For submissions without a fee.

This is the Confirmation Page that you will see whenever you have used a credit card to pay for fees.



[Agronomic Home](#) [PALS Home](#) [Utilities](#) [Help](#)

Welcome back, colleen.hudak@ncagr.gov ~ [[Logout](#)]

Amount Due: \$48.00
Amount Paid: \$48.00
Confirmation Number: 13110400607449

Please ensure the Submission form is included with your samples.

If your sample information form does not automatically open,
then please check your pop-up blocker and click the link below.

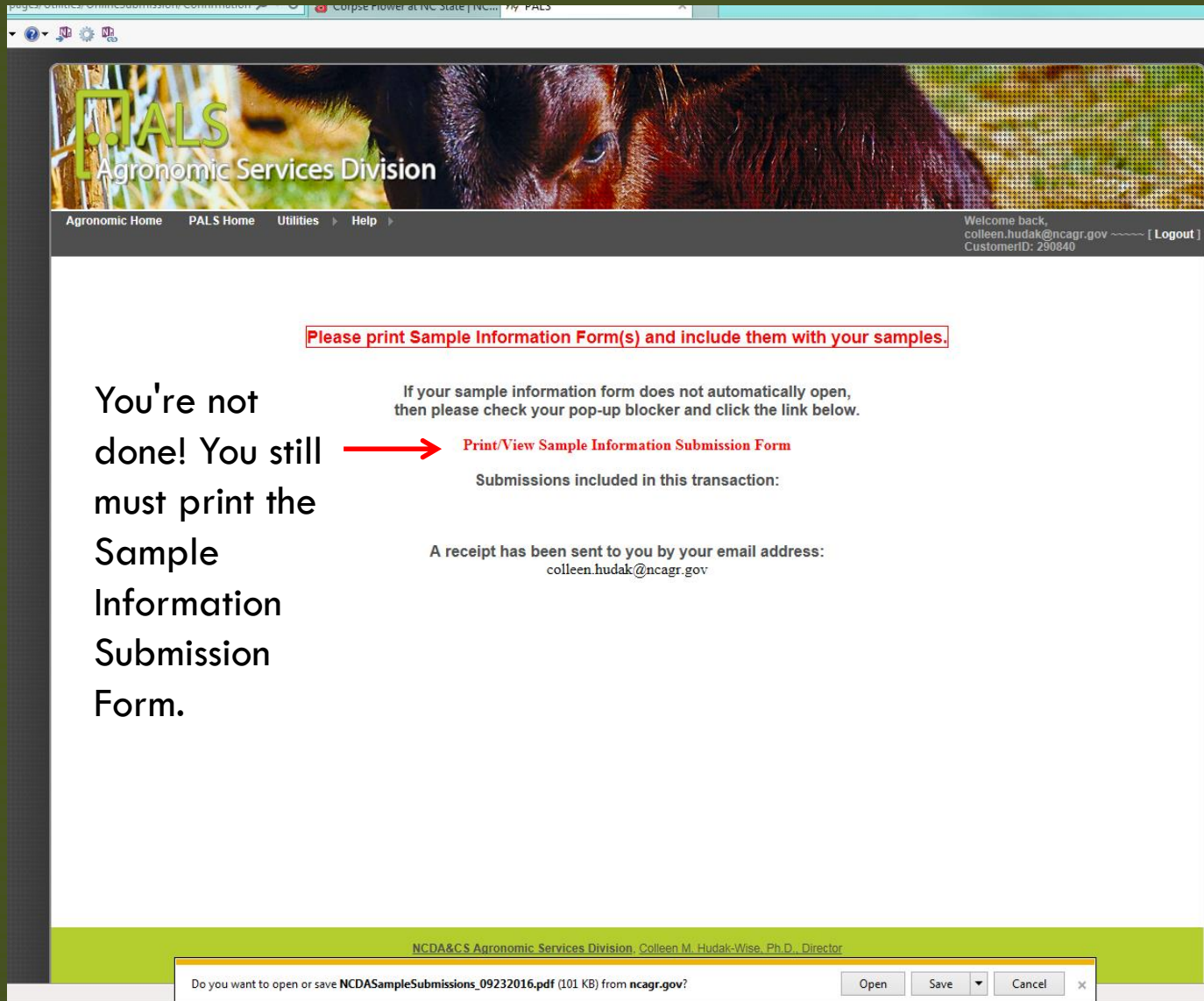
**You're not done!
You will need to
print the Sample
Information
Submission Form.
Click here.**

[Print/View Sample Information Submission Form](#)

Submissions included in this transaction:
89, 91

NCDA&CS Agronomic Services Division, Colleen M. Hudak-Wise, Ph.D., Director
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Phone: (919) 733-2655; FAX: (919) 733-2837

This is the Confirmation Page that you will see when submitting soil samples that have no fees.



The screenshot shows a web browser window displaying the PALS Agronomic Services Division Confirmation Page. The page has a header with the PALS logo and navigation links. A red-bordered box contains the instruction: "Please print Sample Information Form(s) and include them with your samples." Below this, a large text block on the left states: "You're not done! You still must print the Sample Information Submission Form." A red arrow points from this text to a link: "Print/View Sample Information Submission Form". To the right of the arrow, there is a note: "If your sample information form does not automatically open, then please check your pop-up blocker and click the link below." Below the link, it says "Submissions included in this transaction:". Further down, it states: "A receipt has been sent to you by your email address: colleen.hudak@ncagr.gov". The footer of the page identifies the user as Colleen M. Hudak-Wise, Ph.D., Director. A file download dialog box is open at the bottom, asking to open or save "NCDASampleSubmissions_09232016.pdf (101 KB) from ncagr.gov?".

page: Online Sample Submission Confirmation 28 Corpse Flower at NC State | NC... My PALS

PALS
Agronomic Services Division

Agronomic Home PALS Home Utilities Help

Welcome back,
colleen.hudak@ncagr.gov [Logout]
CustomerID: 290840

Please print Sample Information Form(s) and include them with your samples.

If your sample information form does not automatically open,
then please check your pop-up blocker and click the link below.

You're not done! You still must print the Sample Information Submission Form.

Print/View Sample Information Submission Form

Submissions included in this transaction:

A receipt has been sent to you by your email address:
colleen.hudak@ncagr.gov

NCDASampleSubmissions_09232016.pdf (101 KB) from ncagr.gov?

Open Save Cancel x

Following your online submission, you will receive an e-mail from us.

- *---*---*---*---*---*---*---*---*---*---*---*---*---*---*---*---*
PLEASE DO NOT REPLY TO THIS E-MAIL.
If you reply to this e-mail, your reply will *NOT* be read.
Instead, please contact the NCDA&CS Agronomic Division at 919-733-2655 if you have questions.
------*---*---*---*---*---*---*---*---*---*---*---*---*---*---*
- This is an e-mail receipt for successfully submitting agronomic sample information online through PALS.
- Depending on when your sample information was submitted, you may or may not have been charged a fee. However, your actual cost will be depend on any fees in effect at the time your samples arrive at the laboratory. If additional payment is required, then you will be billed, and you will not be able to access your report until payment is complete.
- Be sure to print the sample information form, and include it in the shipping container with the samples:
<http://agralpha/PALS/pages/Utilities/OnlineSubmission/Confirmation.aspx?pt=72>
- Thank You for using PALS.

This is what the Soil Sample Information Form will look like. It appears identical to the existing paper forms, except notice that there is a submission ID in the top right corner.

NCDASampleSubmissions_11182013[1].pdf - Adobe Reader

File Edit View Window Help

Tools Sign Comment

Sign In

Export PDF

Create PDF

Adobe CreatePDF

Convert files to PDF and easily combine them with other file types with a paid subscription.

Select File to Convert to PDF:

Select File

Send Files

Store Files

NCD&S Agronomic Division Phone: (919) 733-2655 Website: www.ncagr.gov/agronomi/ Submission ID: 30

Form AD-1

SOIL SAMPLE INFORMATION

NCD&S Agronomic Division Soil Testing Section
Mailing Address: 1040 Mail Service Center, Raleigh NC 27699-1040
Physical Address (UPS/FedEx/DHS): 4300 Reedy Creek Rd, Raleigh NC 27607

FOR OFFICE USE ONLY

REPORT #

DATE REC'D

SAMPLE TYPE

Predictive

| SAMPLE INFORMATION | | GROWER INFORMATION | | CONSULTANT / OTHER RECIPIENT | |
|--------------------------|------------|--|-------------------------------|--|-------------------------|
| FARM ID | Pacoson | LAST NAME, FIRST NAME OR BUSINESS NAME | Riggs Brothers Farm (Rodney) | LAST NAME, FIRST NAME OR BUSINESS NAME | Hudak-Wise, Colleen |
| SAMPLE DATE | 10/24/2013 | ADDRESS | 760 Riggsdown Rd | ADDRESS | 1009 Sawmill Road |
| COUNTY (where collected) | Jones | CITY | Pollockville | CITY | Raleigh |
| | | STATE | NC | STATE | NC |
| | | ZIP | 28573 | ZIP | 27615 |
| NUMBER OF SAMPLES | 5 | PHONE | (252) 670-1114 | PHONE | (919) 673-4097 |
| | | E-MAIL ADDRESS | kingstontobacco@earthlink.net | E-MAIL ADDRESS | colleen.hudak@ncagr.gov |

| LAB NUMBER (Leave blank) | SAMPLE IDENTIFICATION | LIME APPLIED WITHIN PAST 12 MONTHS | | | You must specify a crop CODE to receive a recommendation . | | | |
|-----------------------------|--------------------------|------------------------------------|-------|------|--|------|-------------|------|
| | | Tons/Acre | Month | Year | FIRST CROP | CODE | SECOND CROP | CODE |
| | 8 5 1 | 0.0 | 0 | 0 | Small Grain (SG) | 004 | Soybean | 010 |
| | 8 5 2 | 0.0 | 0 | 0 | Small Grain (SG) | 004 | Soybean | 010 |
| | 8 5 3 | 0.0 | 0 | 0 | Small Grain (SG) | 004 | Soybean | 010 |
| | 8 6 1 | 0.0 | 0 | 0 | Small Grain (SG) | 004 | Soybean | 010 |
| | 8 6 2 | 0.0 | 0 | 0 | Small Grain (SG) | 004 | Soybean | 010 |

We must have this Submission ID # to tie your online submission to your samples when they arrive.

Thank you for using agronomic services to manage nutrients and safeguard environmental quality. - Steve Traxler, Commissioner of Agriculture

NCDA&CS Agronomic Division
Form AD-1
Phone: (919) 733-2655
Website: www.ncagr.gov/agronomi/

SOIL SAMPLE INFORMATION

NCDA&CS Agronomic Division Soil Testing Section
Mailing Address: 1040 Mail Service Center, Raleigh NC 27699-1040
Physical Address (UPS/FedEx/DHS): 4300 Reedy Creek Rd, Raleigh NC 27607

Submission ID: 66

FOR OFFICE USE ONLY
REPORT #
DATE REC'D

SAMPLE TYPE
Predictive

SAMPLE INFORMATION
FARM ID
garden
SAMPLE DATE
10/10/2013
COUNTY
Wake (where collected)
F SAMPLES
4
LAB NUMBER
(Leave blank)

GROWER INFORMATION
LAST NAME, FIRST NAME OR BUSINESS NAME
Brown, Bonnie
ADDRESS
123 Farmville Road
CITY
Monroe
PHONE
(704) 753-4264
E-MAIL ADDRESS
bonnie.brown@monroe.nc.gov

STATE
NC
ZIP
28110

CONSULTANT / OTHER RECIPIENT
LAST NAME, FIRST NAME OR BUSINESS NAME
Hudak-Wise, Colleen
ADDRESS
1009 Sawmill Rd
CITY
Raleigh

Soil Sample Information Form Must
Be Placed Inside Shipper!

Please Pack Your Samples Carefully!





Thank You!

If you have any questions, please call the
Agronomic Division at 919-733-2655 and ask
for assistance.